



Date: February 2024

# CHIEF DEVELOPMENT OFFICER JOB ANNOUNCEMENT

## I Job Overview:

<b>Job Title:</b>	Chief Development Officer
<b>Departments:</b>	Development and Administration
<b>Classification:</b>	Exempt, Salary
<b>Job Type:</b>	Full-time, Monday-Friday, occasional evenings, and weekends
<b>Job Status:</b>	Employee, 40 hours/week
<b>Reports to:</b>	President & Chief Executive Officer
<b>Supervisory Role:</b>	Yes
<b>Travel:</b>	Minimal

## II Job Summary:

The Chief Development Officer (CDO) is responsible for overseeing the Nature Center at Shaker Lakes successful multi-dimensional development program to maximize contributed revenues. In partnership with the CEO and Board of Trustees, the CDO will serve as lead representative of the NCSL for all fundraising and development. This role will continue to develop and expand our multi-tiered fundraising strategy. The Development office's strategy encompasses leveraging diverse funding streams including major donors, community philanthropy, social (peer-to-peer) opportunities, foundations, planned giving, government and corporate partnerships.

## III Job Responsibilities & Duties:

### A. Fundraising:

- Work collaboratively with the President and CEO, Board of Trustees, Development Committee, and Leadership Team to develop and implement fundraising strategies to realize fundraising goals in multiple areas: Major Gifts, Annual Giving/Membership, Foundation and Government Grants, Special and Capital Campaigns, Corporate Sponsorships, Special Events & Planned Giving.
- Prepare, implement, and adhere to an annual fundraising plan, budget, and strategize and measurable goals for the individual, institutional and special event development programs.
- Solicit and oversee other funding efforts, including individuals, foundations, corporate sponsorships, the planned giving program, and capital or endowment campaigns.
- Explore a more robust corporate giving campaign and oversee its implementation.

### B. Donor Cultivation and Stewardship:

- Build and maintain strong relationships with existing and potential funding partners. This involves prospect research, solicitations, fundraising events, and stewardship.
- Create and oversee timeline and execution of annual stewardship plan.
- Direct donor cultivation to create positive donor experiences to maximize meaningful engagement.

### C. Public Relations and Communications:

- Work closely with the communications team to develop effective messaging, branding, and promotional materials to support fundraising activities.
- Identify networking and collaborative opportunities to increase agency visibility and meet prospective funders throughout the community.



## D. Development

- Oversee all areas of development and ensure that all fundraising activities are consistent with the Nature Center's overall mission, strategic goals, and programs.
- Prepare, implement, and adhere to an annual fundraising plan, budget, and schedule to realize strategic/ measurable goals for the individual, institutional and event- style development programs.
- Partner with the leadership team to cross-functionally create annual revenue generation plans that include existing, renewable, increasing, and expanding new streams of funding.
- Conduct research, create, and coordinate cultivation processes.
- Direct a robust donor stewardship program and oversee its activities.
- Identify and cultivate relationships with key stakeholders, including the Board of Trustees, major donors, representatives of foundations, corporations, government agencies, and donor prospects.

## E. Leadership and Administration

- Assist in development, stewardship, execution, and meeting organizational annual budget goals.
- Lead a high-performing development team inclusive of 3 professionals: Grants Strategist, Development Associate, and Volunteer Manager.
  - Provides fundraising training to board, staff, and volunteers as appropriate.
- Provide leadership, guidance, and mentorship to development staff and Board to build their capacity to achieve fundraising goals and to support the organization's mission and goals.
- Develop and implement performance metrics and evaluation tools to ensure the team's performance meets or exceeds fundraising targets and other organizational goals.
- Serve as a Staff Liaison for the Board of Trustee Governance Committee, External Affairs Committee, and Finance Committee.
  - Also oversee the success of the Planned Giving Committee, Benefit Committee, and other focused development taskforces.
- Work closely with the CEO and Board Governance Chair to build a pipeline of competitive and diverse board candidates and create a robust Board development plan that ensures Board members are trained to engage in donor cultivation and solicitation strategies.
- Provide regular analytic reports for the CEO, Leadership Team, and Board of Trustees that synthesize financial health and revenue forecasts.

## IV Required Qualifications & Skills:

- Minimum four-year college degree (*or equivalent applicable professional cert; AFP-CFRE etc.*)
- Minimum five years of progressive nonprofit fundraising experience.
- Success in securing support from diverse funding streams including individual/institutional sources.
- Ability to represent the Nature Center to its supporters with enthusiasm and professionalism.
- Excellent communication skills; both written and verbal; both internally and publicly.
- Knowledgeable in the grant process lifecycle; private and publicly funded opportunities.
- Experience with Boards, committees, and consultants.
- Strong interpersonal skills are a must, with the ability to interact with a wide variety of personalities.
- Works collaboratively as well as independently.
- Flexibility to work evenings and weekends as needed.
- Strong computer skills required, including familiarity with Word, Excel, PowerPoint, and CRMs.
  - Experience updating reports to Boards on monthly/annual contributed income.
- Supervisory skills required, overseeing both staff and volunteers.

## V Working Conditions:

- Position may require lifting of 30 lbs. at times, kneeling, walking, bending, driving, moving, and sitting.



- This position will be mainly in-office work at the Nature Center with the ability for some hybrid flexibility as needed.

**VI Compensation:** \$80,000- \$100,000 salaried; commensurate with experience and qualifications.

**VII Application Procedure:**

Email: [careers@shakerlakes.org](mailto:careers@shakerlakes.org)  
Subject: Chief Development Officer  
Requirements: Resume  
Recommended: Cover Letter

**Posting Date:** February 5, 2023

**Application Deadline:** March 1, 2024 or until filled

The Nature Center at Shaker Lakes (NCSL), a 501(c)(3) non-profit founded in 1966 and located in the historic Shaker Parklands of Cleveland's eastern inner-ring suburbs. The mission of NCSL is to conserve a natural area, connect people with nature, and inspire environmental stewardship. We are an Equal Opportunity Employer that strives to provide a safe, welcoming, and inclusive working environment and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. View our mission, vision, and diversity statement online at [www.shakerlakes.org](http://www.shakerlakes.org).